

Save the Date

Procurement: Preparing Specifications

November 9, 2016

**Two Sessions: 8:00 am – noon and 1:00 pm – 5:00 pm
CT**

Pierre Senior Center, 401 West Pleasant Drive, Pierre SD



You know about the procurement rules and are wondering where to start. This workshop will help attendees practice writing effective specifications. Well-developed product specifications are needed for all forms of proper procurement, even in informal procurement.

Who should attend: Any school staff responsible for the procurement process should plan on attending this workshop. Space is limited due to training venue limitations and, if needed, preference will be given to individuals who attended prior procurement training. There is no registration fee for this workshop. Participants should bring along a copy of their velocity report/list of inventory purchased.

Two workshop sessions available. The same material will be covered in both sessions.

Session 1: 8:00 am – noon CT

Session 2: 1:00 pm – 5:00 pm CT

Workshop agenda:

- Review of Formal/Informal/Micro Purchase Requirements
- Review of all South Dakota Templates
- Distributors—Who Are They, How Do I Find Them?
- Hands on: Choosing Products, Forecasting, Writing Bid Specs, Sending Bid Specs Out, Awarding The Bid
- Q&A

[Click Here](#) to register by October 20, 2016. Please email Courtney Martin at courtney.martin@state.sd.us if you cannot register using Survey Monkey and will send a paper registration form. All registered participants will receive a registration confirmation.

